

ACT WorkKeys® Online Testing Accommodations for Students with Disabilities and English Language Learners

Accommodations utilized by students with disabilities or English Language Learners (ELLs) on ACT WorkKeys must be documented in the student's IEP, 504 Plan, or ELL Accommodations Plan.

Accommodations for Students with Disabilities

The following accommodations may be used by students with disabilities on ACT WorkKeys Online. Using the accommodations listed will provide scores that are nationally reportable and eligible for a National Career Readiness Certificate (NCRC).

Table 1: Accommodations for Students with Disabilities on ACT WorkKeys

Category of Accommodation	National Career Readiness Certificate (NCRC) Accommodations
Setting	Preferential Seating Separate Location Small Group Individual Administration Wheelchair Accessible Room
Timing	Extended Breaks between subject tests Time-and-a-Half Double Time Triple Time
Scheduling	Afternoon Administration Multiple Testing Days (Each subtest must be completed in one sitting.)
Presentation <i>(*Examinees who need to use a Braille, Oral, or Exact English Signing (EES) presentation should test using paper.)</i>	Cueing of directions ONLY Read Aloud to Self Repeating/Signing Directions Directions in Sign Language—Exact English Signing (EES) Directions in Sign Language—American Sign Language (ASL) Directions in Sign Language—Pidgin Signed English (PSE) Visual Notification of Time
Response Options <i>(*All original examinee responses provided in a non-scoreable format, must be transcribed onto a scoreable answer format.)</i>	Non-Verbal Indication of Answer Choices* Dictation of Responses* Braille Responses* Responding on Separate Pages* Writing Responses on Bold-Line Paper or Other Special Paper* Scribe* Assistance in Recording Responses*
Supplemental Materials	Amplification Equipment or Special Acoustics Magnifying Device or Special Lighting Color Overlays Pointer, Non-Calibrated Ruler, Template or other device to assist in maintaining visual attention Braillewriter, Braille Note-Taking Device, Typewriter, or Word Processor Pencil Grips or Large-Diameter Pencil (must be a #2 pencil) Special Adaptive/Assistive Devices (e.g., adaptive keyboard, does not include speech-to-text software) Adaptive or Special Furniture Abacus Headphones Food, Drink, or Access to Medication (for examinees with medical needs)

Accommodations for English Language Learners (ELLs) Without a Disability

The following accommodations may be used by ELLs without a disability on ACT WorkKeys. Using the accommodations listed will provide scores that are nationally reportable and eligible for a National Career Readiness Certificate (NCRC).

Table 2: ACT WorkKeys Accommodations for ELLs

Bilingual Word-to-Word Glossary
Reword Directions in the examinee's native language

Note: This document is for use by South Carolina districts and schools only.